



Release and Resettlement

AN EXPLANATION OF
YOUR POSITION AND RIGHTS

*Issued by His Majesty's Government
to all Serving Members of H.M. Forces*

Introduction

WHEN GERMANY is defeated many men and women will be released from the Forces and in this booklet you can read how these releases are to be made in what is called the interim period from then until the final Cease Fire. There can be no general demobilisation until Japan also has been beaten. There must be no break in our efforts until then.

Whether or not you are due for early release, the Government want you to know what your rights are and what is being done to help you in getting back into civilian life. You will find it all in the chapters of this booklet. They have been written as clearly and simply as possible but some chapters may be more difficult to read than others. That is because some matters must be stated precisely and fully—you must be in no doubt about your position.

One thing more—if you are not due for early release you can be sure that your rights will be safeguarded. All the help and advice described here will be waiting for you when you return.



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There are some categories of men and women serving in H.M. Forces, who are not in receipt of service rates of pay, e.g. T.124 personnel in the Royal Navy, to whom not all the provisions outlined in the booklet will apply.

You will be informed by your Service authorities of the exact nature of these exceptions.



RELEASE AND RESETTLEMENT

An Explanation of your
Position and Rights

The Release Scheme



Thorough examination has shown that the fairest and simplest scheme of release is one which is based on a combination of age and length of war service with the special provision that men of 50 years of age and over will be treated as a priority class to be released, if they so desire, before other men. In general, war service means whole-time service in the Armed Forces since 3rd September 1939 which counts for Service pay, or service since that date in the Merchant Navy.

The best balance as between age and length of war service is reached on the basis that two months of war

service is equivalent to one additional year of age. Thus, if you are 24 years of age and have had 5 years' war service, you will be in the same age and service group as a man of 30 years of age with 4 years' war service, or a man of 36 years of age with 3 years' war service, or a man of 42 years of age with 2 years' war service, or a man of 48 years of age with 1 year's war service. (See Table on pages 24 and 25.)

Owing to Service considerations, release will proceed at different rates in the different Services. It will be necessary in some Services to deal separately with the several branches and trades and probably with ranks (or ratings) in those branches. You will be placed in the appropriate age and service group according to your age and length of war service and will be told the number of your group by your Commanding Officer.

As a member of the Fighting Services, you will understand that any scheme of release which is to be operated while the war continues must always be subject to war requirements. This may make it impossible for you to be released immediately your turn comes but every effort will be made to avoid keeping you after you become due for release. If you do not wish to be released when your turn comes, you will be given an opportunity to volunteer for further service under conditions in force at the time.

The general scheme of release by age and length of war service described above will be known as *Class A Release*. It will come into operation as soon as practicable after the defeat of Germany, but a short period will elapse before releases begin so that the Services may complete their arrangements. If you are in an early age service group a replacement may be necessary before you can leave your ship or unit. If you are serving overseas, transport and shipping must be provided to get you home as near your turn as

possible, and every effort will be made to do this wherever you may be.

Release in Class B

Certain urgent work of reconstruction, mainly building houses, will have to begin at once and the general scheme for release by age and length of war service will not of itself provide for the return of men with the required skill and experience in sufficient numbers and quickly enough for this reconstruction work. A limited number of men will therefore be given the option of transfer to selected industries out of their age and war service order, subject to special conditions; this will be known as *Class B Release*.

The Government will decide which industries or occupations are to be classed as reconstruction employments for the purpose of transfer from the Forces under Class B, and the Minister of Labour and National Service will specify the occupational classes and the numbers to be transferred. Men who accept release in Class B may be sent to work anywhere in the United Kingdom though they will be employed near their homes whenever possible. The individuals who will have the option of transfer to industry under Class B will be selected by the Service Departments from their Central Records, from the release groups next after those released in Class A. Selection will be based, as far as possible, on the principle of age and length of war service.

The number of releases in Class B will be small in proportion to the numbers in Class A and releases in Class B will not begin until a start has been made with Class A. In order to increase the numbers in Class A and to compensate for the release in Class B, numbers of young men at present deferred, particularly in the munitions industries, will be called up to the Forces. Class B will also include a limited number of individual

specialists for whose transfer application may be made through Government Departments in accordance with the existing procedure.

If you are nominated for release in Class B, you will be so informed by your Commanding Officer. It will be open to you to refuse release in Class B and to await your turn for release in Class A. You should, therefore, study carefully the difference in treatment of men released in Class A in their turn and of men released in Class B out of their turn, as set out in Section II below.

Release on Compassionate Grounds

Release on compassionate grounds will continue and will normally be for definite periods and subject to the rules already in force. Where, however, the circumstances are exceptional and neither release for a definite period nor a grant of leave would meet the case, release for an indefinite period will be granted.

RELEASE AND RESETTLEMENT

II

Conditions of Release



Class A

On release in Class A, you will be granted a minimum of 8 weeks' resettlement leave with full pay, ration or leave allowance and, where applicable, family allowance, dependant's allowance and war service grant. Payment will be made by an advance on the day of release, the remainder being paid at regular intervals. These payments will be given to assist in your resettlement.

You will be granted a further period of leave with pay and allowances on the same basis in respect of foreign service. If you are serving in the Royal Navy, you will be granted the foreign service leave which is due to you under the normal procedure. If you are serving in the Army or the Royal Air Force your foreign service leave will be assessed at the rate of one day for each completed month of foreign service during the war, subject to a minimum of 6 months' foreign service.

On release, if you have had at least 6 months' war service, you will be given civilian clothes, and in addition you will be allowed to retain certain articles of Service clothing. The leave payments already referred to will be paid whether you enter employment during your leave period or not. At the end of your leave you will be transferred to a special

class of Reserve from which you would be recalled only in an extreme emergency. War gratuity and post-war credit, if admissible, will be paid to you as soon as possible after release (see pages 10 and 11).

On release you will be able to exercise your reinstatement rights, as described in Section V, and go back to your former civil employment or obtain employment where you wish. If you have no job to which to return, the Ministry of Labour and National Service will give you every assistance in finding one. During the period in which you are receiving the regular Service payments referred to previously you will not be required to take employment under any powers of the Ministry of Labour and National Service which may then be generally in force.

If you have obtained a job during your period of paid leave you will not be withdrawn from it. But if, after the end of your paid leave, you are unemployed or become unemployed and are available for work, it will be open to the Ministry of Labour and National Service, in appropriate cases and where necessary, to direct you to work in accordance with the national needs at the time and the usual safeguards of appeal will apply.

If you have no job to go to and feel in need of *advice* about employment or training, you should go to the nearest Resettlement Advice Office. These offices, which are described in Section III, have been established especially to help men and women returning from the Forces and there you will get information and advice on any question which may arise in connection with your return to civil life.

Class B

If you are nominated for and accept release in Class B, you will be given 3 weeks' transfer leave with full pay, ration or leave allowance, and, where applicable, family allowance, dependant's allowance and war service grant. Any payment in respect of war gratuity or post-war credit

to which you may be entitled and, in the case of the Army and Royal Air Force, any payments in respect of foreign service, will be held in suspense until after the end of the war. If you are in the Royal Navy, however, foreign service leave will be granted in accordance with the normal procedure.

On release, if you have had at least 6 months' war service, you will be given civilian clothes in addition to certain articles of Service clothing which you will be allowed to retain. At the end of your leave you will be transferred to a special class of the Reserve from which you could be recalled in an emergency. You will be directed to the reconstruction employment for which you are being released. You will be liable to recall to the Forces if you give up the reconstruction employment without permission of the National Service Officer of the Ministry of Labour and National Service.

Once you have been released in Class B, you will not later be eligible to apply for inclusion in Class A. If, however, your turn for release in Class A is reached before you are dispersed you will be released in Class A and not in Class B.

Compassionate Release

If you are granted release on compassionate grounds for an indefinite period you will not be entitled to 8 weeks' resettlement leave but you will be eligible for the other Class A benefits described in this Section.

Women

The arrangements for release from the Forces described above will also apply to women with the addition that married women will have priority over all others, if they so desire. The financial arrangements will be on the same lines as for men. A cash grant and clothing coupons will be

given instead of civilian clothing and certain articles of Service clothing will be retained.

War Gratuity

In addition to the leave payments given to assist in resettlement, you will receive a war gratuity if you have had at least 6 months' approved war service and are released or honourably discharged from the Forces. The gratuity will be assessed on the total period or periods of war service with the Forces on full Service pay from 3rd September 1939 up to the date of your release from a dispersal centre (or from the unit etc. if you do not pass through a dispersal centre). Periods of unmobilised service in the Reserves and other periods without Service pay, and service which has been forfeited and not restored, will not count.

The gratuity for a private soldier (and for corresponding ranks in the Royal Navy and Royal Air Force) will be at the rate of 10/-, and the gratuity for a Second Lieutenant (and for corresponding ranks in the Royal Navy and Royal Air Force) will be at the rate of 25/-, for each complete month of service as above. (The complete scale of war gratuity is given in the Appendix). Your rate of gratuity will be based upon the substantive or war substantive rank held at the date of release or, if more favourable, upon the highest paid rank held during the war for a period or periods amounting to not less than 6 months in all. If you have had both service in the ranks and commissioned service, your gratuity will be calculated separately for each period of service. Women members of the Forces and Nursing Officers will, in general, receive two-thirds of the rate for corresponding male ranks. Boys, including Naval boys before draft to sea, will in general receive half the rate for private soldiers and corresponding ranks; Naval boys after draft to sea will receive the rate for Ordinary Seamen. You will receive your war gratuity in the form of a deposit in the Post Office Savings Bank.

Post-War Credit

If you have served in the ranks since 1st January 1942, you will also receive as a deposit in the Post Office Savings Bank the special post-war credit which was instituted for the Services in 1942. This credit accrues at the rate of 6d. a day for men (3d. a day for boys) and 4d. for women for each day of approved service for which Service pay is issuable.

Individuals Outside the Age and Service Release Scheme

The following will not be released by age and length of service—

officers holding permanent regular commissions on the active list of their Service;
officers commissioned for fixed periods of active list service which are unexpired; or
ratings and other ranks whose regular engagement has not expired. In the case of a naval rating, the term regular engagement in this connection applies also to the active service portion of a special service engagement; in the case of a soldier it means his period of service with the Colours; and in the case of an airman the regular portion of his engagement.

Final Discharge

All persons released will remain liable to recall during the period of the emergency. Final relinquishment of commission or discharge will take place after the emergency is formally declared ended by Order in Council.

III

Resettlement Advice Service



Upon your return from the Forces there may be problems and difficulties on which you will be anxious to get some help, for the simple reason that many of you will have been out of touch for a long time with everyday affairs at home and particularly with the changes brought about by the war. In varying degrees the life of every citizen has been affected. Apart from this, the Government realise that the change-over from life in the Services to civilian life will, in itself, be difficult.

You are told elsewhere in this booklet what you should do if your problem is solely one of getting your job back or of getting other employment if you do not want to go back to your old job and have no other employment in view. You may, however, want some further guidance about the subjects dealt with in this booklet or help in filling up official forms and there may be other problems facing you; problems concerned with your business, your home and family, and your own personal affairs on which you may feel the need for advice. In order that you may receive

every possible assistance by way of information and advice, the Ministry of Labour and National Service has set up a Resettlement Advice Service. Offices are being opened in every town in which there is an Employment Exchange, and this means every town of any size.

The Ministry of Labour and National Service may be able to assist you directly with some of your problems and in that case the Resettlement Advice Office will be able to give you full information and advice about them. Other problems may be of a kind in which your requirements could only be met by some other Government Department or by the Local Authority or by a Voluntary Organisation. The Resettlement Advice Office will be able to give you general information about all such problems and tell you exactly where and how to apply for the assistance which you seek.

Whatever your problem (no matter how unusual it may be or how doubtful you feel about getting help from an "official" service) the Resettlement Advisory Officers will be ready to do everything in their power to help you solve your difficulties. These officers have been specially trained and many of them are ex-Service men and women. They have been supplied with full information and if it should happen that they cannot dispose of your problem finally at the Resettlement Advice Office they will, at least, put you on the right road for getting the help and advice you need.

Rural Districts

Some of you who live in rural or outlying districts will find that there is no Resettlement Advice Office in your area. If that is so, you should go to the nearest Local Office of the Ministry of Labour and National Service. Although a full service may not be provided, every assistance will be given you, either directly or by reference to the

nearest Resettlement Advice Office. If it is not possible to advise you immediately, then arrangements will be made either for you to return to the Local Office when an Advisory Officer from the nearest Resettlement Advice Office will be in attendance, or for the Resettlement Advice Office to let you have the information you want in writing.

One thing more. Some of you may feel doubtful about discussing your personal and domestic problems with an officer of a Government Department, but this need not worry you. At the Resettlement Advice Offices all interviews will be held in private and so you will be able to discuss your problems quite freely and in the strictest confidence with the Advisory Officers. They, for their part, will do everything possible to avoid an "official" atmosphere and they will try to deal with your problems and worries in a friendly way. Remember, they are there to help you and are just as keen to assist you to get back into normal civilian life as you are keen to get settled.

IV

Employment Exchange & Appointments Office Service



If on your release you need help in getting a job you should go to a Local Office or Appointments Office of the Ministry of Labour and National Service.

Employment Exchanges

There are in Great Britain 1,224 Local Offices, known according to their size as Employment Exchanges, Employment Offices or Branch Employment Offices. Their main function is to bring men and women seeking employment into touch with suitable employers.

The Employment Exchange service has many other functions, e.g. resettlement of disabled persons, welfare of industrial workers, recruitment for training in Government Training Centres and other institutions, placing of trainees in suitable employment, payment of unemployment insurance benefit and unemployment assistance in certain cases. You will find in other sections of this booklet further information about the more important ways in which the Employment Exchange service can help in your resettlement.

Appointments Offices

At Appointments Offices a specialist employment service is available to meet the needs of men and women who on

their release will be seeking higher appointments than those normally dealt with in the Employment Exchanges. If you have qualifications for a professional, technical, administrative, managerial or supervisory post and need a job you should register at an Appointments Office.

At each Appointments Office there will be a Register of Opportunities of Employment for those who have had little or no previous experience and who will be looking for a job with prospects of advancement to an administrative or executive post in commerce or on the business side of industry. If you are looking for such a job you will be able to obtain particulars of available vacancies at an Appointments Office.

The Advisory Service and the Further Education and Training Scheme for those wishing to resume or start training for a professional career are fully explained in Section VIII.

On the termination of your war service, you can get the address of your nearest Appointments Office from any Resettlement Advice Office or Local Office of the Ministry of Labour and National Service. Registration forms, explanatory leaflets and pamphlets on careers will be available at all these Offices.

V

Reinstatement in Civil Employment Act, 1944



The Reinstatement in Civil Employment Act came into operation on 1st August 1944. It was passed in order to assist men and women who joined the Forces in the present emergency and who may wish to return to the job they had immediately before their war service began. It applies to all men who entered upon a period of whole-time service in the Armed Forces since 25th May 1939, whether they were called up, called out, or volunteered for such service. It also applies to women who, since that date, entered upon a period of whole-time service in the corresponding Women's Services. These include the Auxiliary Services (e.g. W.R.N.S.), certain medical and nursing services (e.g. Queen Alexandra's Royal Naval Nursing Service Reserve), and members of the Voluntary Aid Detachments who are employed under the Admiralty, Army Council or Air Council. In addition, certain persons compulsorily enrolled in a Civil Defence Force under the National Service Acts have rights under this Act.

Obligations on Employers

The Act lays certain obligations on employers in Great Britain, Northern Ireland and the Isle of Man, to take back into their employment former employees to whom the Act applies, and who make proper application when

their war service comes to an end. An employer who has obligations to any such applicant must, if he can, offer him work in his old occupation on terms and conditions not less favourable to him than he would have had in that occupation if he had not joined the Forces. The employer is only required to do what is reasonable and practicable in all the circumstances of the case. If he cannot offer work as described above, he must offer the best alternative, if any, that is reasonable and practicable. Where an applicant has been taken back into employment under the Act, the employer is required to continue him in employment for the following 26 weeks, or for so much of that period as he can. The period is extended to 52 weeks where the previous employment was a continuous period of not less than 52 weeks. The Act does not require the employer to do more, although employment may be continued quite apart from any question of legal obligation.

Applications to Reinstatement Committees

The Act further provides that persons who claim that they have rights under the Act which are denied them, may apply to a Reinstatement Committee set up under the Act to determine questions relating to such rights, subject to any appeal which may be made to the Umpire. If, therefore, on release from the Forces you claim that you are denied your rights, you can have the matter decided by an independent committee. Usually, however, such difficulties as may arise will be settled by the exercise of mutual understanding and goodwill on the part of both the applicant and the employer.

Rights to Reinstatement Class A

On release in *Class A* you will be given a leaflet which explains how to claim rights to reinstatement given by the Act. It is open, of course, to any man or woman

leaving the Forces to apply to return to his or her old employer, but in order to have *legal* rights to reinstatement you must satisfy two conditions:—

you must have started a period of whole-time service in the Armed Forces (or corresponding Women's Services) after 25th May 1939; and you must have been employed within the 4 weeks before you started this whole-time service in the Forces. (If you had more than one employer in these 4 weeks, any liability for reinstatement falls on the last employer.)

If you satisfy both these conditions your old employer has to take you back, provided it is reasonable and practicable for him to do so, and provided you apply to him within the time shown in the following paragraphs. You must not wait until your resettlement leave ends. If, therefore, you want to return to your old employer on your release from the Forces you should read the leaflet carefully.

When you are given the leaflet about reinstatement you will also be given a form on which you can make written application to your former employer if you wish to return to his employment. You can make such application directly you go on leave, and you must not delay making it beyond the fifth Monday from that day. At the time you apply, or as soon as possible thereafter, you should tell the employer in writing on what day you will be ready to start work. You must give a date not later than the ninth Monday after the day you went on leave. If you fail to carry out these requirements you may lose your legal rights under the Act unless you can show that you were prevented from doing so by sickness or other reasonable cause. In that case, you must make your application as soon as you possibly can, even though you are not able to say when you will be ready for work. You should also see that the application is renewed before it expires at the end of thirteen weeks from the day it was made or renewed.

There will be cases where reinstatement will not be possible because the former employer has gone out of business. If, however, the business in which you were formerly employed has passed into other hands, you have a legal right to apply for reinstatement to the person or company now carrying on the concern. In other cases, for example where a factory has been turned over to war work or has been damaged, it may be some time before re-organisation will make it possible for you to be reinstated. If so, you should take up other work, but you may keep your application alive by renewing it from time to time so that your old employer may offer you a job when he is able to do so.

The Act lays down what an employer must do if he cannot reinstate you without discharging some other worker, or without refusing to reinstate some other applicant with rights under the Act. If there is no other reason why you cannot be reinstated, the employer must make room for you, unless he can show that he cannot do so without denying employment to some other worker who has priority under the Act. The persons who have such priority over you are those who had been employed in the business for a longer period than you had been at the time you joined the Forces, and those who joined the Forces before you and at that time had been employed in the business longer than you. Their employment must also have been of a kind at least as permanent in character as yours. Your right to reinstatement is, therefore, not affected by the fact that other persons may have taken your place during the war, or that they may have been released from the Forces before you and reinstated with your old employer. The employer may have to discharge such a person unless he can show that he has priority over you.

The information about the Act provided here or in the leaflet given you on release is subject to the fact that authoritative decisions in particular cases can be given

only by the Reinstatement Committees, or by the Umpire on appeal. If you have made a claim to reinstatement and you consider that your former employer is not fulfilling his obligations under the Act, you may apply to a Reinstatement Committee within 13 weeks of the day on which you applied for reinstatement, or renewed that application, as the case may be. If you are taken back into the employment of your former employer but are not satisfied that he has fulfilled his obligations under the Act you can apply to the Reinstatement Committee within a period of 52 weeks from the day of your reinstatement. The Committee will decide any dispute which has arisen between you and your former employer and may make such an order as is in their opinion appropriate, subject to the right of appeal to the Umpire.

Rights to Reinstatement—Class B

On release in Class B you will be told how any right to reinstatement that you may have under the Act will be preserved for so long as you continue to perform the work for which you have been released from the Forces.

Rights to Reinstatement—Men who Remain in the Forces

If you remain in the Forces because you have volunteered for a further period of war service or for other reason, any rights you may have under the Act will be preserved, subject to the following paragraph.

Limit of Employer's Obligation

Any obligation your former employer may have to reinstate you under the Act ceases after six months have elapsed from the end of the present emergency. The end of the present emergency is the day beyond which men and women cannot be retained compulsorily in the Forces under the National Service Acts etc., or by the terms of a voluntary enlistment "for the duration."

VI

Interrupted Apprenticeship



If you were an apprentice or a recognised learner in a skilled occupation when you were called up, you may wish to resume your training on your return. The Government have arranged a scheme under which you will be assisted to complete your apprenticeship with your former employer, or, if necessary, some other employer so that you may qualify as a journeyman in your trade. The scheme will cover not only indentured apprentices, but also apprentices who were not indentured and learners who were undergoing a period of training in accordance with the custom of their trade. The test will be whether you were pursuing a period of training of not less than 3 years' duration fixed in advance as a condition of being recognised as a journeyman or skilled workman.

Under the scheme you will enter into an agreement with your employer. He will undertake to employ you for the remainder of your apprenticeship and to give you training in your trade and you will undertake to serve the employer, in accordance with the scheme.

Reduction in Period of Apprenticeship

You will not be called upon to serve the whole of the period of apprenticeship which was unexpired when your apprenticeship was interrupted. There will be a time allowance of not less than one-third of the period of apprenticeship which was unexpired when you joined the Forces or not less than one-third of the time you have spent in the Forces, whichever is the less. Again, if you have worked

at your trade while you were in the Forces, that period will be taken into account as part of the apprenticeship. If you were in the last year of your apprenticeship when you were called up, you will be regarded as a journeyman on return to your former occupation.

Training

The training given to you under the scheme will be continuous and will consist of training in the employer's establishment and, if found practicable, part-time or whole-time training in a technical school or other approved training centre. If, after your renewed apprenticeship has begun, you wish to receive training in a technical school or other approved training centre, you should apply to the Ministry of Labour and National Service who may, with the consent of your employer, arrange for such training if it can be provided. The period of this training will be decided on reports received from the technical school or centre, but it will not normally exceed 40 weeks if the training is whole-time or the equivalent of 40 weeks if the training is part-time. It may be possible in certain trades for a man to complete his apprenticeship by undergoing a full-time course at an approved training establishment on his return to civil life.

Wages Payable under the Scheme

If you return to civil employment before the date on which your original apprenticeship would have ended or before you reach the age of 21 (23 in Scotland in certain cases) you will receive the wages, including war bonus, paid in your trade and district to apprentices in that year of training you would have reached if your apprenticeship had not been interrupted by war service.

When you reach the age of 21 (23 in Scotland in certain cases) or if you have already reached that age, you will be paid not less than ten-twelfths of the journeyman's rate, including war bonus, for the trade and district during the

(Continued on page 26.)

AGE AND SERVICE GROUP NUMBERS SHOWING THE RELATIVE ORDER OF RELEASE FROM THE ARMED FORCES

Year Born	MONTH OF COMMENCEMENT OF WAR SERVICE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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NOTE 1.—*Priority for men of 50 and over.* The Table places all men born in 1894 or earlier in Group 1. On 1st January, 1945, all men born in 1895, and on 1st January, 1946, those born in 1896, will be given Group 1 priority, and so on.

NOTE 2.—War service, in general, means whole time service in the Armed Forces since 3rd Sept. 1939, which counts for Service pay. Breaks in service in consequence of temporary release, etc., do not count as war service, and may result in a man being placed in a later age and Service Group.

first half of the remaining period of apprenticeship and not less than eleven-twelfths during the second half. These rates include a State grant which will thus be payable to you through your employer.

Where part of the renewed apprenticeship is served in a technical institution or training centre, this period will count for the purpose of calculating the amount of wages due to you in respect of that part of the renewed apprenticeship served in the employer's establishment. During a period of whole-time training in a technical institution or training centre, you will be paid by the Ministry of Labour and National Service a maintenance allowance, including dependant's allowance, at the same rates as may be fixed for the training of new entrants. The training fees will be paid by the Ministry. If your employer agrees to your attending a technical institution or training centre for part-time training during normal working hours, the wages payable to you by the employer as set out above will continue.

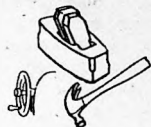
How to Apply

There will be a separate scheme for each of the principal industries in which apprentices are normally employed, but all the schemes will be based on the principles set out above. You should apply to a Local Office of the Ministry of Labour and National Service or a Resettlement Advice Office for particulars of the scheme appropriate to your trade and for advice upon how to make an application to obtain the benefits of the scheme.

If your employer has gone out of business either permanently or temporarily because of war circumstances, you should consult the Local Office of the Ministry of Labour and National Service which will try to place you with another employer in your trade under the same conditions. You may, however, in such circumstances apply to the Ministry of Labour and National Service for a course of training in a technical school or other approved training centre.

VII

Vocational Training



Training is necessary for nearly all responsible jobs and the Vocational Training Scheme administered by the Ministry of Labour and National Service has been set up to meet this need in the case of the skilled manual occupations and of the "black-coated" types of work. This scheme is for jobs of not so advanced a character as that covered by the Further Education and Training Scheme described in Section VIII. The scheme is open to you (a) if your full-time war service has prevented you from starting or completing training for a skilled occupation, or (b) if it has prevented you from continuing to follow your occupation and you need a course of training to enable you to obtain a job in keeping with your general capacity. If you are disabled, the test is simply whether you need training in order to obtain such a job.

What the Scheme is

The Vocational Training Scheme is designed to equip you with the kind of knowledge and skill you need to get going again in civilian life. Its actual details are being worked out with the employers and trade unions in the particular industries covered. The numbers accepted for training will be carefully related to the opportunities of employment (so far as they can be foreseen) in the various occupations in which training is given, so that jobs should be available after training for all those who take advantage of the scheme. The Government as well as the employers

and trade unions are trying to ensure that those who take advantage of it will, on completion of training, have a proper status in the particular industry in the same way as those who have entered by the usual peace-time channels such as apprenticeship. The trades for which you can be trained will vary from time to time in accordance with the vacancies in the various occupations. The range will, however, be very extensive indeed.

How the Training is Given

The training is given at Government Training Centres, Technical Colleges and specially selected employers' works, under general conditions as nearly as possible resembling those in which you would work at the trade afterwards. The length of the training course varies with the occupation in which training is given. If you are a little slow in getting going, it will be extended slightly for your benefit; and if you are disabled the training hours each day will be adjusted, if necessary, for your disability. There are progress checks at intervals and a passing out test at the end to make sure you have reached the standard required. If you find training in one trade not suited to you, the Ministry of Labour and National Service will try to find a training trade for which you are suitable. The training throughout is given by experts in the particular industry who know their job.

The training is provided free of charge and, in addition, you are paid allowances to live on during training. These allowances are increased if you have dependants. If you have to go away from home for training, the Ministry of Labour and National Service will help you to find lodgings.

Employment After Completion of Training

If you have not already a job in mind to go to when you finish your training, the Ministry of Labour and National Service will help you. They will, as far as possible, find you a job in the area where you would prefer to work but,

of course, they cannot guarantee this. They will see that the job is one that is worth having and that it makes good use of the training you have been given. If for any reason you lose the particular job in which you have just been placed they will do their best to find you another. The job will in any case carry a proper rate of wages; there will be no question of men or women trained under the scheme being used as cheap labour. Once you are settled in the particular job for which you have been trained it will be for you to make your own way.

How to Apply for Training

On your release from the Forces you can apply for training at any Local Office of the Ministry of Labour and National Service.

Duration of the Scheme

The training scheme will run on until demobilisation is completed. There is no possibility of those who are out last missing the opportunity of being trained. While some civilians who have been working on work of national importance during the war will be trained under the scheme, men and women released from the Armed Forces will have preference.

Where to get Further Information

If you are interested in this training scheme you should ask your Commanding Officer for a copy of the leaflet "The Government's Vocational Training Scheme" which will be made available some weeks after the issue of this booklet. In addition to the information which will be made available through Service channels from time to time, on your release any Resettlement Advice Office or any Local Office of the Ministry of Labour and National Service will be glad to give you full information and details of the trades in which you can be trained and the places where training is given.

VIII

Professional Careers; Further Education and Training



If you want to resume or start training for a professional career, you can obtain advice and information at an Appointments Office.

Careers and Advisory Service

If you have not yet made up your mind about your future career you will find on your return to civilian life that the Ministry of Labour and National Service has set up an Advisory Careers Section at each of their Appointments Offices. These Offices will be able to give you full information about each profession, the educational standards required, the training necessary and the approximate cost. They will also be able to give you some indication of the opportunities for employment after training.

If you had started on a career before joining the Forces but you now feel that you cannot go back to it, the officers at the Appointments Office will be glad to discuss with you training for alternative careers which may be more suitable to your qualifications.

The examinations which will lead to full qualifications for various professions may be varied from time to time and special concessions may be made for ex-Service men and

women. It is advisable, therefore, to get into touch at an early stage with the society which deals with the particular profession which you have chosen. This also can be arranged for you through the Appointments Office.

If, before being released, you want to select the career you are going to follow on release, you can obtain information about possible careers by asking your Commanding Officer for the handbook entitled "Careers for Men and Women." In this you will find a summary of the most important careers, giving brief particulars of the training required and opportunities for employment after obtaining professional qualifications. When you have considered this list and feel that you would like to obtain fuller information about any one career you should ask your Commanding Officer for the appropriate pamphlet the number of which will be found in the index in the handbook.

Further Education and Training Scheme

If you cannot undertake the training required for the career of your choice without financial assistance, you can make application under the Further Education and Training Scheme which is described below.

You can apply for an award under this scheme if:—

- you were unable to start training before joining the Forces ; or
- your training for your career was interrupted by joining the Forces ; or
- you are unable to follow your previous career as a result of your war service and require training to fit you for a new one ; or
- the course you were taking before joining the Forces was designed to equip you for war service and would not be of help in the career which you wish to follow ; or
- you have been trained for a career but are in need of a refresher course.

Previous attendance at a secondary school or its equivalent, although normally desirable, is not essential. The test will be whether an applicant is capable of taking full advantage of the course.

Any grant made under the scheme will vary according to your obligations and financial resources and will be in two forms, (a) the payment of the cost of training and incidentals and (b) a maintenance allowance during training.

The scheme will remain in operation so long as demobilisation is in process. Whether you are released early or late you can, if eligible, ask for assistance under the scheme. Further details as to the Further Education and Training Scheme are set out in the leaflet P.L.120 which can also be obtained from your Commanding Officer, or at a Resettlement Advice Office or Local Office of the Ministry of Labour and National Service.

RELEASE AND RESETTLEMENT

IX

Resettlement

GRADUATES



The Government have prepared a scheme, to come into operation after the end of the war in Europe, which will assist those who left businesses of their own for service in the Forces and need help to get going again. The scheme also applies, with certain conditions noted below, to those disabled by war service who were not previously in business.

If you were in a business of your own or in work on your own account before joining the Forces and need assistance to restart (e.g. for fitting up premises, obtaining equipment, tools, initial stocks and so on) you will be able to apply for a grant from the Ministry of Labour and National Service. You may also apply if you have been disabled by war service and wish to set up on your own even though you were not engaged in business or in work on your own account before joining the Forces. But you will have to show that your disability is of a kind which justifies a grant being made for the purpose, and that your resettlement is more likely to be helped in this way than by your taking employment, with or without training.

Amount of Grants

The intention is to give a reasonable amount of assistance to enable persons to get going, where it can be shown that their own resources, including, of course, their war gratuities and post-war credits, are insufficient for the purpose. The maximum grant will be £150. Within this limit, the amount granted will vary according to the needs of the business and the contribution which applicants can reasonably be expected to make themselves.

Special short courses of training in simple book-keeping, buying and selling and allied subjects will be available under the training scheme described in Section VII.

Licences and Permits

Before you can be considered for a grant, you will have to clear the question of any licence or permit which you may have to obtain from the Government Department concerned for opening the business, obtaining supplies, etc. The Resettlement Advice Office will be able to tell you about this.

When the scheme has been brought into operation you will be able to obtain further information about it from the Local Office of the Ministry of Labour and National Service or the Resettlement Advice Office. You will be able to make an application for a grant at either of these offices, but disabled persons should discuss the position first with the Disablement Rehabilitation Officer.

The scheme does not apply to assistance for the resettlement on the land of those who were working holdings on their own account before joining the Forces. This will be dealt with under separate arrangements by the Ministry of Agriculture and Fisheries and the Department of Agriculture for Scotland.

Grants will not be made under the scheme for resettlement in business outside Great Britain and Northern Ireland.

X

Overseas Settlement



You may wish to settle in the Dominions when the war is over.

If you are prepared to make your own arrangements for the journey it is not likely that you will find difficulty in securing admission to a Dominion, provided that you are in a position to prove that you will be able to maintain yourself from your own resources after admission, but it would usually be desirable to seek information from the Office of the High Commissioner in London of the Dominion concerned, before your departure from this country, as to possible openings after arrival in the proposed country of settlement.

If, on the other hand, you desire to know what help can be given to enable you to settle in the Dominion the answer to this question depends not only upon the United Kingdom Government, but also upon each of the Governments of the Dominions. A decision has not yet been reached on this point but as soon as it is possible to say anything definite about it further information will be made available to members of the Forces.

XI

Disabled Persons (Employment) Act, 1944



This Section gives an outline of what will be done under the Disabled Persons (Employment) Act, 1944, for those who are disabled and need special assistance in their return to civil life.

Disablement for the purpose of the Act means an injury or condition which constitutes a substantial handicap to getting or keeping suitable employment or work, and includes disablement resulting from disease as well as injury. It does not matter whether or not the disablement occurred during service or whether or not it qualifies for pension. The Act applies to civilians as well as to ex-Service men and women, but there is a preference for those who have served in the Forces, in certain of the Women's Services or in the Merchant Navy.

During the war a scheme to assist disabled persons has been working in Great Britain and Northern Ireland, and many thousands of ex-Service men and women have been helped to take their place again in useful employment. This has been done with the full co-operation of the British Employers' Confederation and the Trades Union Congress. Experience of this scheme has shown that with careful selection of a job and with training, if necessary, a disabled person may be able to undertake successfully work of the highest skill. The chief purpose of the Act is to continue or develop this service after the end of the war.

Interview Prior to Discharge

If you are disabled you will have an opportunity of an interview in hospital by a representative of the Ministry of Labour and National Service who will have the advice of the medical authorities to help him in this talk with you about your future.

Further Education : Vocational Training and Industrial Rehabilitation

You may require a course of further education or training for another occupation and, if this is so, the necessary course will be provided free. If, after a period in hospital, you are not fit to go immediately into full-time employment or training, you may, if you wish, take a short course of industrial rehabilitation at a special Centre. This course also will be free. During the course of training or rehabilitation you will receive a maintenance allowance for yourself, and if you are married a supplementary allowance for your wife and children. All necessary travelling expenses will be paid. The allowances are payable without regard to any disability pension or similar allowances. Sections VII and VIII have given you a general idea of the schemes of training and further education and you will be able to get full details from a Resettlement Advice Office or any Local Office of the Ministry of Labour and National Service.

Employment

From a date which will be fixed and publicly announced a register of disabled persons will be kept at the Local Offices of the Ministry of Labour and National Service. The main condition for registration will be that the disablement has caused a substantial handicap to employment or work and that it will be likely to last for at least 6 months. Registration will be entirely voluntary, but those who register

will be given a certificate which will show that they qualify for the quota scheme described below.

As soon as the register is established you will be able, if you wish, to apply for your name to be entered. There will be a special form which you can get from any Local Office of the Ministry of Labour and National Service. Your application may be accepted forthwith and if there is any doubt it will be referred to an Advisory Committee. These Committees, which will be set up throughout Great Britain, will be composed of equal numbers of employers and workers, together with a doctor and representatives of ex-Service organisations and other persons with a special knowledge of the problem of disablement.

If you register as a disabled person this does not mean that you will be prevented from obtaining a job on your own initiative. Employers will not be bound to engage registered workers through a Local Office.

All employers with 20 or more workers will be required to employ a quota of registered disabled persons: the quota for each employer being a percentage of his total employees. An employer who has less than his quota may not take on a non-registered person (unless he already has reinstatement rights) without a special permit from the Ministry of Labour and National Service and he may not discharge a registered disabled person without reasonable cause if he is below his quota or if the discharge would bring him below it. In addition, certain occupations which are thought to be specially suitable for disabled persons may be earmarked for them under the Act and the filling of vacancies occurring in those occupations will be subject to the same conditions.

In the selection of registered disabled persons for submission to vacant jobs preference will be given to men who have served whole time in the Forces or Merchant Navy and to women who have served in the Women's Services. This preference applies whether or not disablement was actually incurred during service.

By these measures a disabled person who has been registered will have a special advantage in getting and keeping employment, but he will not, of course, be bound to accept employment offered to him in this way if he does not think it is suitable. Employers will be bound by the Act and will be subject to penalties for any breach of its provisions.

Employment Under Special Conditions

If, unfortunately, you are so seriously disabled as to prevent you taking a job in the ordinary way with an employer or earning a living on your own account, special arrangements can be made, under the Act, to provide employment or work in such a way as will enable you to earn sufficient for your livelihood. Schemes of this kind, which will be started or assisted by the Ministry of Labour and National Service, include courses of training and maintenance allowances.

Application to the Ministry of Labour and National Service

The Ministry of Labour and National Service is anxious to place at your disposal all the facilities offered by its employment services. If you are disabled and at any time require advice or assistance with regard to training or employment, you can apply at any Local Office of the Ministry of Labour and National Service. You should ask for the Disablement Rehabilitation Officer, and you may, if you wish, be interviewed in private.

Northern Ireland

The Government of Northern Ireland have announced their intention to introduce corresponding legislation. It is intended that the two schemes will work together, and registered disabled persons will be able to qualify under either scheme.

XII

National Insurance



The Government have announced their proposals for a new National Insurance Scheme. Until that scheme comes into operation, the arrangements for Health, Pensions and Unemployment Insurance and Unemployment Assistance will be as follows :—

National Health and Pensions Insurance

All who have served in the ranks of the Armed Forces or the Women's Services (e.g. A.T.S., W.R.N.S., W.A.A.F., or the Nursing Services Reserves) will, with very few exceptions, have been compulsorily insured under the National Health Insurance and Contributory Pensions Schemes during their service; in addition, many officers will also have been compulsorily insured. If you have been insured during your service the contributions paid under those schemes will help to secure or maintain your rights in the schemes and will count as ordinary contributions for the purpose of qualifying for benefits in civil life.

The benefits of the National Health Insurance Scheme include medical benefit (i.e. free treatment by an insurance doctor and medicine) maternity benefit, and payments during sickness. Pensions benefits comprise pensions for widows (with allowances for children) and orphans, and

old age pensions for insured men and their wives and also for insured women. These benefits, except medical benefit, are subject to certain qualifying conditions in regard to contributions and (apart from maternity benefit) may also be affected by receipt of a war pension. They are normally available for at least 18 months from the beginning of release leave and this period may be extended by continued payment of contributions or by sickness.

If you were already a member of an Approved Society on entering the Forces or Auxiliary Services, or have joined a Society during your service, you will remain a member of that Society and any claim for cash health insurance benefits after return to civil life should be made to the Society. If, although insured during your service, you are not a member of an Approved Society, you will be notified specially of your position and the steps to be taken if you should wish to claim cash benefits.

If you have been insured during your service a medical card will be issued to you as soon as you return to civil life. The medical card contains instructions how to obtain treatment when required.

Eire

These arrangements are subject to modification in the case of persons who go to Eire on release. If you take up residence and employment in Eire your health insurance will ordinarily be transferred in due course to that country, and it may also, in certain circumstances, be transferred if you become resident there on release but do not take up employment. Medical benefit, however, is not provided under the scheme of National Health Insurance in force in Eire. Moreover, the arrangements for transfer of insurance do not extend to contributory pensions insurance, but it will usually be open to you to maintain your insurance for pensions, while in Eire, by becoming a voluntary contributor for those purposes under the schemes in force

in the United Kingdom. Contributory pensions under those schemes are payable in Eire.

Unemployment Insurance

A free insurance against unemployment has been granted to you by arrangement with the Ministry of Labour and National Service and the Treasury. This applies to all members of the Forces and Auxiliary Services except officers holding permanent regular commissions. Contributions have been credited for each week of paid service and this credit will enable you to claim unemployment benefit if you should be unemployed. Full details of the benefits to be claimed and of the conditions governing claims will be found in a leaflet (U.I.L.8) which can be obtained from any Local Office of the Ministry of Labour and National Service. Usually benefit is not payable for any day before a claim has been made; therefore delay in making a claim may mean loss of benefit. Benefit should not, however, be claimed while you are receiving full Service pay and allowances, i.e. not until the expiry of your leave, including any foreign service leave.

The above provisions apply in Northern Ireland as well as in Great Britain, but the Northern Ireland Government have an extra condition for the receipt of benefit, namely that a claimant must have been resident in the United Kingdom for 5 years immediately preceding the date of claim; service with H.M. Forces overseas and insurable employment abroad count as residence for this purpose.

The unemployment book which will be issued to you on your release should be completed with your signature and home address. If you enter employment which is insurable under the Unemployment Insurance Acts, the liability for contributions by you and your employer begins at once and you should hand him your unemployment book. If you enter employment which is not insurable you do not thereby lose the benefit of your free insurance

if you become unemployed; it remains effective for a minimum period of 74 weeks or a maximum period of 178 weeks after the expiry of your paid leave, according to the nature of your uninsurable work.

Unemployment Assistance

Applications to the Assistance Board for an allowance to meet their needs may be made by ex-Service men and women who are ineligible to receive unemployment benefit or have exhausted their benefit rights. In special cases of need an allowance may be granted to supplement unemployment benefit. Application should be made at the Local Office of the Ministry of Labour and National Service.

XIII

Disablement Pensions



Pension is awarded by the Ministry of Pensions in respect of disablement accepted as attributable to, or aggravated by, service during the present war. The rate of pension is dependent on the degree of disablement and the rank held in the Forces. The degree of disablement is expressed as a percentage (100% representing total disablement) and is assessed by comparing the condition of the disabled man or woman with that of a normal healthy person of the same age and sex without taking into account earnings or occupation. Where the disablement is assessed at 20% or over, a pension is granted; where the assessment is less than 20% a gratuity, or a weekly allowance for a limited period, may be awarded.

Applications

If you are released from the Forces in Class A you will be given a form of application on which you may apply for a pension if you consider that you are suffering from a disablement which is attributable to, or aggravated by, war service. The form will indicate what information should be furnished and will tell you how to apply.

If you are released in any other class, or if you mislay or lose the form, or if for any reason you did not receive one, you can apply to the Chief Regional Officer, Ministry of Pensions (whose address can be obtained from any Post Office) or to the Resettlement Advice Office.

If you are discharged on medical grounds the documents relating to your service will be referred to the Ministry of Pensions to determine the question of entitlement to pension and you need not apply. If you are about to be invalided you will be examined by a medical board before discharge and given an opportunity of stating how, in your opinion, the invaliding disability arose and whether war service caused or has had an adverse effect on it.

Medical Treatment

If it is found that you require medical, surgical or rehabilitative treatment on account of the pensionable disablement, such treatment will be provided by the Ministry of Pensions if it is not already available from other State sources, such as under the National Health Insurance Scheme. Artificial limbs and eyes, surgical boots, spectacles, dentures, and other appliances, which are required as the result of war service, are also provided by the Ministry of Pensions. Normally liability cannot be accepted for the cost of any treatment, limb or appliances obtained without the prior authority of the Ministry of Pensions.

Pensions Appeal Tribunals Act

If your claim to pension is rejected by the Ministry of Pensions this Act gives you the right to appeal against such rejection to an independent Tribunal. In such cases you will be informed by the Ministry of your right of appeal and you will be given detailed instructions on the procedure to be followed.

Additional Allowances

Subject to certain conditions you may, in addition to a disablement pension, be granted allowances in respect of wife and children, education allowances for children, and a special allowance if the disablement necessitates constant attendance.

XIV

**Northern
Ireland**

The facilities described in this booklet are available to men and women returning to Northern Ireland *except* where stated to the contrary. The counterpart in Northern Ireland of the Ministry of Labour and National Service is the Ministry of Labour for Northern Ireland. References to Local Offices should, in relation to Northern Ireland, be read as references to Employment Exchanges.

XV

Eire

Those of you who originally came from Eire but who have an address in Great Britain to which you would prefer to go on release, will be allowed to give this as your home address. If you prefer to go to Eire you may, so far as the United Kingdom Government are concerned, return to Great Britain without restriction so long as your release leave has not expired. If it has expired, you will have to obtain both a travel permit from the Eire authorities and a British visa. The grant of the travel permit will depend on the Eire Government's regulations. Normally it should not be difficult to obtain the British visa, but it cannot be guaranteed.

If you settle in Great Britain before the end of your release leave, or subsequently obtain permission to return to Great Britain, you will be eligible to participate in Great Britain in all the arrangements made to assist in the resettlement of men and women from the Forces. If you remain in Eire, Sections III to VII and IX to XII of this booklet will not apply to you except where stated.

**Appendix—
Scale of War Gratuity**

Royal Navy	Army	Royal Air Force	Monthly rate of gratuity
Ratings and Other Ranks			
Ordinary Seaman Able Seaman	Private Lance-Corporal	A.C.II A.C.I L.A.C.	10/-
Leading Seaman	Corporal Lance-Sergeant	Corporal	12/-
Petty Officer	Sergeant	Sergeant	14/-
Chief Petty Officer	Staff-Sergeant	Flight Sergeant	16/-
—	Warrant Officer II	—	18/-
—	Warrant Officer I	Warrant Officer	20/-

Officers			
Midshipman Acting Sub-Lieut.	Second Lieutenant	Acting Pilot Officer Pilot Officer	25/-
Warrant Officer Sub-Lieut.	Lieutenant	Flying Officer	30/-
Commissioned Warrant Officer	—	—	32/6
Lieutenant	Captain	Flight Lieutenant	35/-
Lieut.-Commander	Major	Squadron Leader	40/-
Commander	Lieut.-Colonel	Wing Commander	45/-
Captain	Colonel	Group Captain	50/-
Commodore 1st or 2nd Class	Brigadier	Air Commodore	55/-
Rear Admiral	Major General	Air Vice-Marshal	60/-
Vice Admiral	Lieut.-General	Air Marshal	65/-
Admiral	General	Air Chief Marshal	70/-
Admiral of the Fleet	Field Marshal	Marshal of the R.A.F.	75/-

Note: The above War Gratuities are not payable to certain categories of personnel who are not on Service rates of pay.

Remember

YOUR RIGHTS will be safeguarded and the measures to assist in your resettlement which are described in this booklet will be available whenever you are released.

The Resettlement Advice Offices have been established so that you may get information and advice at one place and thus be saved from making unnecessary journeys. Consult your nearest Resettlement Advice Office after you are released about any question connected with your return to civil life.

Read carefully the Section in this booklet on Reinstatement in Civil Employment and the leaflet about this which you will get when you are released. The leaflet will tell you just what you must do to claim your reinstatement rights.



